Date

Jane Doe
Company Name
1234 Fifth Street
City, State, Zip code

Re: Character Reference

Dear Jane Doe,

I met John Brown about five years ago. He is an avid gardener who took care of my neighbor’s yard. I asked for help and he made suggestions that helped me beautify my lot.

John is organized and extremely competent. His knowledge of horticulture is astounding. He can name every plant or tree, blade of grass, and weed you point to. He also knows how to care for each or how to safely remove them without polluting. He’s very friendly to everyone and extremely detail oriented and caring about plants.

I would highly recommend John for any position he chooses to pursue in his career field. His knowledge would be a valuable asset.

If you have further questions, please contact me anytime.

Sincerely,

Your Name